

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

April 24, 2007

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: Margaret Donnellan Todd  
County Librarian



SUBJECT: **THIRD QUARTERLY REPORT - RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment progress for the third quarter of FY 2006/07--the months of January, February, and March 2007. During this quarter, the Regional Administrators continued to interview candidates every Friday, and filled 13 vacancies. During the same period, six newly hired librarians (less than two years of service) left County employment. Among those who left County service, two resigned for positions at other library systems with higher salaries, three left for personal reasons, and one moved. The Department had a net increase of seven for Librarian I vacancies. During this period, one Librarian IV left County employment to accept a managerial position with another library jurisdiction. As of the beginning of April 2007, the Department had 31 Librarian I positions vacant.

#### **Recruitment – Conferences and Campus Interviews**

- In January 2007, at the American Library Association (ALA) Midwinter Meeting in Seattle, Washington, recruitment team members led by a Library Administrator, distributed copies of the Library brochures to the attendees and made a presentation to the library school students of the University of Washington. Seven applicants were interviewed and placed on the eligibility list.
- During the period of February 28 to March 3, 2007, the Public Library Association held a Symposium in San Jose, California. The members of the Recruitment Task Force again utilized the opportunity to recruit graduating students. A Library Administrator visited the Library School of San Jose State University and made a formal presentation to the students. The session was videotaped and made accessible through the San Jose Library School's website. At the conclusion of the Symposium, the Department interviewed three applicants and placed them on the Librarian I list.

- The Department also undertook another recruitment endeavor in the month of March 2007. A Library Administrator and a Community Library Manager participated in the University of Texas at Austin's 2007 Nonprofit and Public Sector Career Fair. The Library Administrator made a presentation about the County Library's services and programs to the library school students prior to the Career Fair. During the Fair, numerous students inquired about job opportunities with the County Library. Seven applicants were interviewed and placed on the Librarian I list.

In addition to the above-mentioned recruitment activities, the Department also made arrangements to conduct Librarian I interviews at graduate library schools in the States of Hawaii and Wisconsin in April. The Recruitment Task Force also plans to attend the Internship and Career Fair at the UCLA campus on April 27 and to visit the library school in Fullerton during the next quarter.

#### **Internships**

- During this period, a new Librarian Intern list was promulgated. The Recruitment Task Force interviewed three candidates and placed them in the following libraries: Gardena Mayme Dear, Agoura Hills, and Angelo M. Iacoboni (Lakewood). Two of the new hires during this quarter have worked at one of our community libraries as an Intern in the past.

#### **Publicity**

- The Department upgraded its homepage during this period. The new version includes a better organized "Career Opportunities" section that provides more comprehensive job information.

Although our recruitment and retention mission is an ongoing challenge, we are continuously engaging in active recruitment measures to hire quality graduates from library schools nationwide.

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U\_Board Report

c: David E. Janssen, Chief Administrative Officer